

CITY OF DALLAS
COMMEMORATIVE BENCH & PICNIC TABLE PROGRAM

1. Introduction:

The City of Dallas has received requests for donations to the Parks Division including bench and picnic table commemoration opportunities. In an effort to meet the needs of the community while enhancing the amenities throughout our parks system, the staff has prepared the following Commemorative Bench & Picnic Table Program guidelines. The creation of special guidelines will ensure ongoing, equitable donation opportunities for individuals and organizations and will maximize community benefit.

2. Request Procedure:

Members of the public may submit requests to sponsor a commemorative bench or picnic table to the Parks Division for consideration using a standard Commemorative Bench and Picnic Table Program Donation Request form. Donation request forms are available online at www.ci.dallas.or.us, in the Public Works Department, located at 187 SE Court Street, Dallas, OR 97338, or by calling (503) 831-3562. Completed donation request forms should be delivered to the Department of Public Works at the above address.

The Director of Public Works will review donation requests with the assistance of other staff for consistency with these guidelines. Sponsorship requests will be reviewed in a timely manner, typically within 10 days of donation request submittal. The City of Dallas retains the right to accept or deny donation requests. Special requests or appeals may be submitted in writing to the City Manager.

Upon approval, the sponsoring donor will be notified. At that time the donor shall submit a tax-deductible payment to the City of Dallas Park Trust account in the sum identified on the donation form.

3. General Criteria:

- A) Donations for bench or picnic table sponsorship typically must support the needs of a specific park or facility in compliance with an adopted plan or other written guideline regarding use, management or improvement of the park or facility.
- B) Preference will be given to donations that follow a prioritized list of approved locations identified by the City of Dallas.
- C) In the absence of an adopted plan or prioritized list of approved projects for a particular location, a donation request must demonstrate consistency with the customary use and best knowledge of future use of the desired location, as determined by staff review.
- D) Donations for bench or picnic table sponsorship shall include the true cost of donated items including staff time labor, materials, and permits used in procurement and establishment of the donation, and an

endowment contribution for maintenance.

4. Maintenance and Duration:

Donations made for use in a public space become the property of the public and will be maintained accordingly by the Parks Division under the administrative direction of the Director of Public Works. The Division can offer no guarantee or obligation, legal or otherwise, to maintain or replace signs, plaques, materials, equipment, structures, or other donated resources that are vandalized, lost, stolen or otherwise damaged or destroyed. However, maintenance of donated items may occur as follows:

The responsibility of the Division for maintenance or replacement of donated resources serving a direct, broad public benefit shall be treated as equal to the responsibility for maintenance and replacement of other City property, at the discretion of the Director, for a maximum period of ten (10) years, unless other provisions for maintenance and/or replacement have been stipulated to in a written agreement with the donor. Typically, maintenance staff is able to respond only to major vandalism, graffiti or other damage. Donors should be aware that staff are unable to carry out higher levels of care such as cleaning, sanding, polishing, oiling, or other treatments that address normal age and use. The Division reserves the right to remove or relocate donated items or donor recognition when reasonably required as a result of necessary park operations.

At any point after the ten-year period described above, if the condition of a donated item requires extensive maintenance or removal, an effort will be made to contact the original donor. Donors will be given the opportunity to replace the item at the actual cost at the time of replacement. If the donor declines to replace the item the item may be removed and may become available again to the general public as a donation opportunity. If practical, donation recognition shall be removed from deteriorated items and returned to the donor. If a donor cannot be reached, the Parks Division shall retain recognition material for a period of one year to be claimed by the donor. Unclaimed recognition may be recycled or discarded after one year.

5. Special Privileges:

Making a donation does not entitle the donor to any special privileges, other than those described herein, in the park rules, or as authorized and administered by the Division prior to the acceptance of the donation. Any requests by such parties shall be subject to the same approval criteria as a request by any member of the public.

6. Corporate Logos:

City parks are not considered appropriate venues for advertising, and it is therefore desirable to minimize the use of corporate names, logos, and slogans within the park environment. Corporate names (but not logos, tag lines or slogans) may be used in any form of recognition for donations as described in this program. Corporate logos may be

used to acknowledge donations outside of this program, subject to the approval of the City Manager.

7. Bench Sponsorship Donations:

Special guidelines shall apply to the sponsorship of benches, and recognition of bench donations, as follows:

Bench Catalog:

A catalog may be established by the Parks Division to provide a range of consistent, pre-approved bench donation opportunities throughout the park system. Bench locations and types, and donor recognition shall be established as part of the pre-determined catalog in accordance with these guidelines. Bench requests outside the catalog shall be considered, but potential donors will be encouraged to utilize approved bench donation opportunities.

Bench Types:

All bench designs and specifications shall be subject to Parks Division review to ensure consistency with the character of the bench location, other nearby site furnishings, and existing planning documents.

Bench Locations:

Benches shall be installed at each park site in accordance with the approved development plan, master plan, or an approved list of suitable bench locations as developed by the Division. All locations shall be subject to Parks Division review, including on-site investigation of utilities, irrigation, potential conflicts with trees, and other technical or functional factors potentially affected by a new bench installation. Modification of bench locations may be necessary following site investigation. The following general bench location criteria shall be considered in determining bench locations:

- A) Benches shall be located to serve as an appropriate resting place such as at the summit of a steep trail, at an interval along a trail, walkway, or esplanade, at a scenic overlook or other vista point, near playgrounds or other park amenities, and at other special locations. Benches should offer a comfortable place to enjoy the natural, historic, recreational or other features in the area or park.
- B) Benches shall be placed at intervals appropriate to the intended use and scale of the park, or other specific area within the park. For example, benches placed around a lawn area in a community park might be spaced closer than benches placed along the Rickreall Creek trail. Generally, benches in a natural setting shall be placed at an interval where only one bench at a time can be seen.
- C) Benches shall not be placed in a location attracting pedestrian traffic or activity that would damage natural resources, such as in a location to which visitors would make a new path through a pristine or sensitive natural area, or in a location where litter might cause particular maintenance problems. Bench locations shall avoid creating unsafe conditions, such as offering a platform

- for children to stand on in order to climb a tree, or locations situated close to vehicular traffic lanes or other potential hazards.
- D) Benches shall be placed in locations that offer easy observation from public streets, commonly used facilities, frequented trails, etc to reduce the likelihood of negative use. Care should be taken to avoid hidden or dark locations that may encourage illegal or inappropriate activities.

Cost of Bench Donation:

The cost of bench sponsorships is outlined in the General Criteria identified in Section 3(D) and include direct costs, administrative costs, and a contribution to cover maintenance during the 10 year maintenance period.

Bench Donation Recognition:

Unless otherwise specified in the bench catalog, bench donations shall be recognized on the donated bench itself in a method that is subtle, subordinate to the character of the bench, and that avoids interfering with the comfort of the user. Recognition inscriptions shall typically include the words, "A Gift From [donor's name]" for a living donor, group, or organization and "In Memory of [person's name]" for a memorial donation. Appropriate methods of recognition include engraving, permanently attached metal plates, die-cast text provided by a bench manufacturer, or other method approved by the Parks Division. Methods of recognition shall be durable and resistant to vandalism.

Maintenance and Duration of Bench Donations:

Benches will be maintained according to Section 4, Maintenance and Duration, of these guidelines.

8. Picnic Table Donations

Special guidelines shall apply to the donation of picnic tables, and recognition of picnic table donations, as follows:

Existing Permanent Picnic Tables:

Existing stationary picnic tables have been identified as a commemorative donation opportunity within the Dallas City Park.

Picnic Table Catalog:

A catalog may be established by the Parks Division to provide a range of consistent, pre-approved picnic table donation opportunities throughout the park system. Table locations and types, and donor recognition shall be established as part of the pre-determined catalog in accordance with these guidelines. Table requests outside the catalog shall be considered, but potential donors will be encouraged to utilize approved picnic table donation opportunities.

Picnic Table Types:

All table designs and specifications shall be subject to Parks Division review to ensure consistency with the character of the picnic table location, other nearby site furnishings, and existing planning documents.

Picnic Table Locations:

Picnic tables shall be installed at each park site in accordance with the approved development plan, master plan, or an approved list of suitable locations as developed by the Division. All locations shall be subject to Parks Division review, including on-site investigation of utilities, irrigation, potential conflicts with trees, and other technical or functional factors potentially affected by installation. Modification of locations may be necessary following site investigation. The following general picnic table location criteria shall be considered in determining locations:

- A) Permanent stationary picnic tables have been previously constructed throughout the Dallas City Park and have been located to meet the needs of the public near shelters, playgrounds and other park amenities.
- B) Picnic tables shall be placed at intervals appropriate to the intended use and scale of the park, or other specific area within the park.
- C) Picnic tables shall not be placed in a location attracting pedestrian traffic or activity that would damage natural resources, such as in a location to which visitors would make a new path through a pristine or sensitive natural area, or in a location where litter might cause particular maintenance problems. In addition, picnic table locations shall avoid creating unsafe conditions, such as offering a platform for children to stand on in order to climb a tree, or locations situated close to vehicular traffic lanes or other potential hazards.

Cost of Picnic Table Donation:

The cost of picnic table sponsorships is outlined in the General Criteria identified in Section 3(D) and include direct costs, administrative costs, and a contribution to cover maintenance during the 10 year maintenance period. These costs shall vary depending upon whether sponsorship of an existing "permanent" picnic table is selected or whether a new picnic table is purchased.

Picnic Table Donation Recognition:

Picnic table donations shall be recognized on the donated table itself in a method that is subtle, subordinate to the character of the table, and that avoids interfering with the comfort of the user. Recognition inscriptions shall typically include the words, "A Gift From [donor's name]" for a living donor, group, or organization and "In Memory of [person's name]" for a memorial donation. Appropriate methods of recognition include engraving, permanently attached metal plates, die-cast text provided by a table manufacturer, or other method approved by the Parks Division. Methods of recognition shall be durable and resistant to vandalism.

Maintenance and Duration of Picnic Table Donations:


Picnic tables will be maintained according to Section 4, Maintenance and Duration, of these guidelines.

[End]

CITY MANAGER APPROVAL:

I have reviewed the guidelines contained herein pertaining to Commemorative Bench and Picnic Table Program and find that these guidelines are consistent with the goals and policies of the Parks Division of Public Works and other adopted City policies. Therefore, these guidelines are hereby adopted for use by staff in the application and administration of the program.

Dated this 19 day of March, 2008.



Jerry Wyatt, City Manager